

TC-L4 Guidance to Three Types of Coursework

Candidates need to collate evidence in their portfolio which includes three types of coursework. There must be at least one piece of each type of evidence in each of the seven units, though it is preferable to aim for a fairly even spread across the whole Candidate Learning Review. Remember there must be two pieces of evidence for each assessment criteria (but not for each bullet point in the guidance column).

The types of evidence are DOCUMENTS, TUTOR OBSERVATION and TESTIMONY – but what does that mean? Here are a few examples:

Documents

Anything which you, as a candidate, have written. The most obvious examples are your Learning Review and self-reviews, but will also include essays, case studies, case presentations, assignments, client log, clinical supervision record, personal counselling record, and written feedback that you give to peers.

Example 1: Initial learning statement

At the start of the course, it is useful to think about what you want to gain from the experience of being on this course and what you want to achieve by the end of it. These are your personal learning goals. It would also be useful to compare these with the qualification 'learning outcomes' (see the Candidate Learning Record). You could also think about the difficulties you might encounter when embarking on a course of study and how you might recognise and overcome these. Here are some questions to help you develop your Initial learning statement: Why am I doing this course? What do I want to achieve? What might hinder my progress? How will I know when I have achieved my goals?

Example 2: Learning Review (learning journal)

This is a regular exploration of your learning – *your reflections on the input, discussions, experiences and readings for the course* – which you start right from the beginning of the course. You can include insights gained from your personal counselling. Ideally this review should be written as soon as possible after each course, or counselling, session. Make sure that you write about your own thoughts and feelings and don't simply copy handouts or repeat what your tutor has said. Keep the assessment criteria in mind so that your writing can encompass and address these too.

Example 3: Self-review

This is a more formal review of your learning. In a self-review you summarise what you feel you have learnt on the course, then review your personal learning goals, progress and learning needs. Finally, you reflect on your completion of the learning tasks (criteria). You can use your initial learning statement as a springboard for thinking about where you are now in relation to your personal learning goals, together with how they may have changed (as you have learnt more about the subject) and identifying what you still want to achieve. A self-review is often completed near the end of each year of the course and will help you when it comes to completing the Candidate Learning Record.

Example 4: Essay

Essays are assignments that allow you to explore a topic which is either set by your tutor or chosen by yourself (your tutor will offer you guidance in this regard). It is your opportunity to show your understanding of the topic, together with discussing any associated skills that you feel you have developed. They also provide good opportunities for addressing assessment criteria.

Document evidence can also include case studies, case presentations, assignments, a review of audio video recordings (including verbatim transcripts), tutorial records if they are written by the candidate, a client log (a minimum of 100 hours with at least five clients), clinical supervision record, personal counselling record, and written feedback that you give to peers.

Tutor observation

Anything which your tutor has written or recorded which provides you with feedback on their observations of you. This feedback might relate to your use of skills, demonstration of knowledge or behaviours.

Example: Feedback from your tutor

Your tutor will provide you with feedback when they observe you practise skills, make a presentation or participate in group activities. This feedback will usually be both verbal and in a written form that you can add to your portfolio. Even if you need to repeat a skills practice, do not destroy your original tutor feedback because it will provide evidence of your progress and help when you come to carry out your self-review.

Tutor observation evidence could also include tutorial records (when written by your tutor) and tutor feedback on case presentations and group discussions, including contributions to seminars, group-work, and group training supervision.

Testimony

Anything written by anyone else OTHER than you or one of your tutors, e.g. peers, supervisors, agency line managers.

Example 1: Feedback from your peers

Getting feedback from other people is one of the best ways to learn. Peer feedback enables you to receive constructive comments from colleagues. For example, peer feedback on skills practice sessions. It needs to be both verbal and written – so that you can reflect on it in your Learning Review and use the comments to help you develop your skills. Please note that testimony can also be used to inform your self-reviews. You can use peer feedback documents to show how you have demonstrated certain assessment criteria.

Example 2: Supervisor Reports

We provide forms that can be used to gather feedback from your placement supervisor on your development. These can be valuable learning tools to understand how your practical application of your knowledge is growing. They can also be used as testimony evidence in your portfolio.

Testimony evidence could include supervisor report(s), agency manager report(s), peer feedback on skills practice and group discussions including contributions to seminars, group-work, and group training supervision.